



Scanning

Normally only available on one PC in each library – please check first whether you are using the PC where it is available.



Scan a picture or document

1. Open the top of the scanner
2. Put the item to be scanned **face down** on the glass
3. On the computer go to **Temporary File Store**
4. In the **Picture Tasks** box on the left of the page select '**Get pictures from camera or scanner**'.
5. The Scanner and Camera wizard will open, click **Next**
6. Choose your scanning preferences
7. Click **Preview** if you want to see how the scan will look
8. Click **Next**
9. Rename the image if you need to or leave at the default settings
10. Click **Next**
11. When the scan has finished a box will come up saying your pictures have been successfully scanned, click **Next**
12. Click **Finish**
13. Go back to the **Temporary File Store**, find a folder called 'Picture' (or whatever you called the scan), open this to see the document.



Scan into Microsoft Word

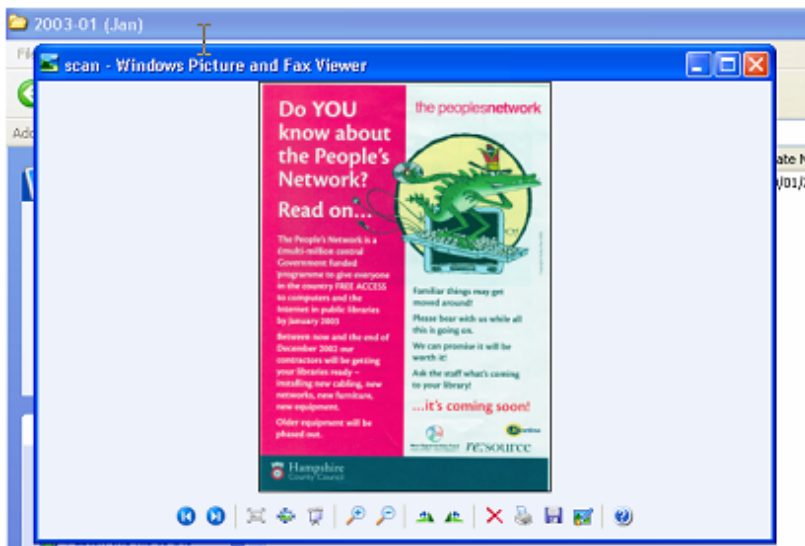
1. Open the top of the scanner
2. Put the item to be scanned face down on the glass.
3. Open a new Word document.
4. On the menu click Insert
5. Select Picture then From scanner or camera
6. Click Accept.
7. When the scan has finished it appears in the document with the picture editing toolbar displayed.
8. Save the document, as you would an ordinary Word document.
9. If you need to edit the picture right-click on the it to display the picture editing toolbar





Edit an item you have scanned

1. Double click on the **Temporary File Store** icon on the desktop
2. Select your scanned image (it will probably be in a folder named as the current month e.g. 2003-01 Jan))
3. Double click to open file
4. Double click to open the image
5. The image will display it in the **Windows Picture Viewer**.



6. Click the second icon from the right to edit. (If you move the mouse over this icon the wording explains that it “Closes this program and opens the image for editing”).

Remember to copy to CD if you want to keep it permanently.



Print a scanned image/document

1. Double click on Temporary File Store on the Desktop
2. Select your scanned image.
3. Double click to open the image, it will display it in the Windows Picture Viewer (see above).
4. Select the Printer icon (4th from the right)
5. Click Next
6. Select the image(s) to print by clicking in the small box at the top right-hand corner of each image you want, a tick will appear in the box.
7. When you have selected all the images you want, click Next
8. Accept the default printer, click Next
9. Specify any layout options you want
10. Click Next, and the image will be sent to the printer.

You can now go to the desk to pay for your image to be printed out.